NIH Attachment Format Guidelines

●**Citations:**
　　-Citation format is writer's choice. NIH does not have a standard but recommends standard format used by National Library of Medicine, as used by SciENcv.
　　-Include PMCID when citing applicable papers.

●**Combining Information:**
　　-Ensure all information is visible in the PDF and not as bundle or portfolio style pages.

●**Electronic Signatures:**
　　-Electronic signatures are not allowed. Flatten or print, sign, and scan to PDF.

●**Filenames:**
　　-Use descriptive and unique filenames of 50 characters or less.
　　-Letters (uppercase and lowercase), numbers, and special characters _ - . () {} [] ~ ! , ; ` @ $ % + = are allowed. Avoid using &.
　　-Use only one space between words or characters. Do not begin a sentence with a space or include a space before the filename extension (.pdf).

●**File Size:**
　　-Must be larger than 0 bytes and smaller than 100MB.

●**Flattened PDFs:**
　　-All PDFs that include fillable fields, electronic signatures, text boxes or embedded images must be flattened prior to submission.
　　-Print the document to PDF to flatten it or check your program's documentation.

●**Font and Line Spacing:**
　　-Size: 11 points or larger unless in figures, graphs, diagrams, and charts as long as legible. Confirm final font size when printing or converting to PDF.
　　-Type Density: No more than 15 characters per linear inch, including spaces and characters.
　　-Line Spacing: No more than 6 lines per vertical inch.
　　-Text Color: Black or other high contrast recommended but no restrictions.
　　-Font: Recommended Arial, Georgia, Helvetica, and Palatino Linotype but others are acceptable if they meet all other font requirements. Legibility is of utmost importance.

●**Format Pages:**
　　-Refer to form fields for format instructions for specific pages.

●**Granstmanship:**
　　-Use proper English language, no jargon, and spell out acronyms the first time they are used with the appropriate abbreviation in parenthesis.

●**Headers and Footers:**
　　-Do not include headers and footers. NIH will add headers, footers, page numbers and bookmarks during application assembly upon submission.
　　-Sections headings are highly recommended. See FOAs for additional heading guidance.

●**Hyperlinks and URLs:**
　　-Only allowed when specifically noted in the FOA and form field.
　　-Not allowed to provide information necessary to application review. Reviewers are not obligated to view linked sites.
　　-Hyperlink the actual URL text, do not hide the link in a word or phrase.

●**Images:**
　　-1200x1500 pixel, 256 color JPG or PNG images are only allowed within pages limits of Research Strategy. Must be readable as printed on standard letter page at 100%.

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●**Marking Up Attachments:**
　　-Do not mark up PDF attachments with any features. They will not show on the final application.

●**Orientation:**
　　-Portrait and landscape allowed, however landscape may be difficult to read.

●**Page Limits:**
　　-See Table of Page Limits, the text of the FOA, or the NIH Guide notice for page limits.
　　-FOA page limits should be followed if different from Table of Page Limits. NIH Guide notice should be followed if different than FOA or Table of Page Limits.
　　-If no page limit is specified in the three listed guides, it is safe to assume no limit exists.
　　-Page limits may apply to multiple attachments and must be adhered to when the attachments are combined. Ensure that limits are not exceeded by preparing information in a single document then breaking up into required attachments.
　　-Do not use the appendix or other sections to circumvent page limits.

●**Paper Size and Margins:**
　　-Standard letter size (8.5"x11") maximum.
　　-Margins of at least one half inch (1/2") on all sides.

●**Scanning:**
　　-Avoid scanning documents the PDF. Create documents in word processing and print or convert to PDF.

●**Security Features:**
　　-Disable all security features in PDF documents. They must be able to open and process without password protection or encryption.

●**Single vs Multi-column Page Format:**
　　-Recommended single column format for ease of online viewing.

●**Video:**
　　-Do not embed videos in the application. Limited circumstances allow videos as post-submission material.
　　-Application will be structured to indicate that a video will be submitted post-submission.
　　　　--Cover letter must include intent to submit a video.
　　　　--Key images and a brief description sufficient to present the information in each video must be included within page limits of research strategy. Not all reviewers may be able to access the video.